



INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INSURANCE, DEPARTMENT OF	RELEASE DATE:	Monday, January 26, 2015
POSITION TITLE:	DEPUTY COMMISSIONER, ENFORCEMENT BRANCH, CEA, B	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$11,417.00 / Month	BULLETIN ID:	01262015_9

POSITION DESCRIPTION

The Enforcement Branch is comprised of the Fraud and Investigation Divisions, and includes more than 400 dedicated employees located in nine regional offices throughout the state. The Branch is charged with investigating criminal and regulatory violations starting with point-of-sale transactions through the claims process. The Branch is also responsible for protecting the public from economic loss and distress by actively investigating, arresting, and referring (for prosecution or other adjudication) those who commit insurance fraud and consumer abuse. Anti-fraud outreach and training to the public, private, and governmental sectors complement CDI's efforts to fight fraud.

DUTIES AND RESPONSIBILITIES

Under the direction of the Insurance Commissioner/Chief Deputy Insurance Commissioner, the Deputy Commissioner for Enforcement:

1. Formulates policies and plans, organizes, and directs all law enforcement, investigation, and related operations statewide in the context of insurance enforcement activities for the CDI.
2. Develops and reviews proposed legislation and regulations, as needed, to support the law enforcement function of CDI.
3. Oversees the administration of annual grants to District Attorneys to investigate, charge, and prosecute fraud in the areas of workers' compensation, health insurance, auto insurance, and other lines of insurance.

All qualified applicants will be considered, including both **sworn peace officer and non-sworn executives**, based on initial submission of resume, cover letter, current salary, and references. Should this position be designated as a peace officer, under Penal Code Section 830.3, the position

will carry out law enforcement programs as mandated or authorized by Penal Code Sections 550 and 551, the Insurance Code and its regulations, and other related laws, and the incumbent will perform the full range of peace officer duties and responsibilities and be subject to the Special Requirement below.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

SPECIAL REQUIREMENTS

Should this position be designated as a sworn peace officer, the incumbent must meet all Peace Officer Standards and Training (POST) requirements and successfully qualify at quarterly weapons proficiency examinations. A thorough background investigation is required prior to appointment. An adequate amount of time would be afforded to candidates from outside of California to become POST certified.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Demonstrated knowledge of law enforcement or related operations for a large consumer protection agency engaged in the detection, investigation, and/or prosecution of criminal activities related to insurance, statutory, or regulatory violations, as well as law enforcement or related systems at the local, state, and/or federal levels.
2. Demonstrated experience at the management level in formulating, developing, and implementing insurance-related law enforcement practices.
3. Demonstrated proficiency in criminal and regulatory law, best law enforcement practices, and other related subjects.
4. Demonstrated experience effectively leading and directing an enforcement agency with diverse functions/responsibilities and achieving specific mission and objective-related goals.
5. Demonstrated knowledge of the principles of management and supervision, strategic planning, and internal working relationships of a mid-size organization.
6. Evidence of skills necessary to establish and maintain, effective, cooperative relationships with

executive management and staff at various levels within an organization, and with other law enforcement, prosecutorial, and judicial personnel.

7. Possession of Managerial and/or Executive POST certificates (should this be designated as a sworn peace officer).

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY COMMISSIONER, ENFORCEMENT BRANCH, CEA, B**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of the candidate's resume. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the resume; therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities, and personal characteristics meet the minimum qualifications and desirable qualifications. The resume must indicate your total years of experience (and civil service classification, if applicable) performing each of the qualifications and responsibilities such as staff and budgets managed. The resume will be the only basis for the candidate's final score and rank on the eligible list.

FILING INSTRUCTIONS

Interested applicants must submit all required material via email or postal mail. Applicants who fail to submit a resume will be eliminated from the examination process.

Questions concerning this examination should be directed to Nitika Nitashni at (916) 492-3311 or nitika.nitashni@insurance.ca.gov.

Interested applicants must submit:

- A list of six work-related references.
- A cover letter.
- A resume (including dates of employment, salary, and scope of responsibilities such as staff and budgets managed). The resume serves as documentation of each candidate's ability to present information clearly and concisely in writing; should be typed and no more than two pages in length.

Applications must be submitted by the final filing date to:

INSURANCE, DEPARTMENT OF, Human Resources Management Division
300 Capitol Mall, 13th Floor, Sacramento, CA 95814
Nitika Nitashni | (916) 492-3311 | nitika.nitashni@insurance.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of

the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)